

## CHAPTER 1

### POLICY AND RESPONSIBILITIES

**1000. Purpose.** This regulation prescribes traffic management procedures for the movement and storage of HHG, UB, mobile homes, POVs, and POFs. Its provisions do not apply to the administration or interpretation of entitlements, the shipment or storage of personal property for civilian personnel under the commuted rate system, the shipment of mobile homes under the mileage allowance system, or shipments under the DITY program.

**1001. Policy.** It is DOD policy that:

a. Quality service to the member is given primary emphasis in implementation and management of the DOD Personal Property Shipment and Storage Program (DOD Directive 4500 .34) .

b. The PPSO shall determine requirements of the member on an individual shipment basis and select, within program guidelines, the method (that is, TGBL, DPM and the mode (such as air or surface)) meeting the needs of the member at the lowest overall cost to the Government.

c. Shipments of personal property shall be assigned to those carriers meeting the standards of satisfactory service at the lowest overall cost to the Government .

\*d. Military air and ocean transportation resources under the control of AMC or MSC shall be used to the maximum extent practicable.

e. Consideration shall be given to socially and economically disadvantaged carriers. In compliance with E.O. 11625 (reference (a) ) and in consonance with DOD policy to increase the involvement of disadvantaged business concerns, full consideration shall be given to promoting participation of socially and economically disadvantaged carriers (hereinafter "disadvantaged carriers" ) in the movement of personal property. "Disadvantaged business concern" is defined by reference (a) and 15 U.S.C. 631 (reference (b)) . DOD Components shall ensure that such carriers are used to the maximum extent practicable within legal and regulatory constraints.

f. TGBL carriers shall possess appropriate authority from a Federal or State regulatory body and shall be approved for participation in DOD traffic by Headquarters, MIMC. This authority shall include the following:

(1) Domestic TGBL Carriers.

(a) Surface Interstate. Carriers engaged in interstate surface transportation shall have a certificate of public convenience and necessity, or a permit in the case of a regulated freight forwarder, issued by the ICC.

(b) Surface Intrastate. Carriers engaged in surface intrastate transportation shall have a certificate or permit issued by the appropriate State regulatory body when required by State law.

(2) ITGBL Carriers. ITGBL carriers are those carriers approved by Headquarters, MIMC, for international traffic. Additional carriers may be approved by Headquarters, MIMC, provided the carriers that are engaged in surface transportation have a permit issued by the ICC authorizing export and import of used HHG and UB.

(3) Agents and Storage Firms. Agents and storage firms shall have the following :

(a) Appropriate ICC or State regulatory body authority when required by such agencies.

(b) Evidence of satisfactory equipment and facilities, including compliance with established fire standards. The facilities and equipment also must meet DOD specifications as prescribed by the Headquarters, MIMC.

g. The movement of HHG by air is subject to the following considerations:

\* (1) HHG of DOD personnel shall be airlifted by the AMC or commercial air carriers to and from those areas where surface transportation service is lacking or inadequate. Such areas are designated "hard-lift" areas by the military service headquarters and are identified in most service regulations and the PPCIG.

\* (2) HHG originating from and destined to other than hard-lift areas may be shipped by the AMC only when available surface transportation services will not meet the essential delivery requirements of the member.

\* (3) Commercial airlift acquired directly or as part of an ITGBL shipment may be used when cost-effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements. Use of air service for other than hard lift shall be approved by the military service under individual service regulations.

**1002. Paragraph Numbering System.** The paragraph numbering system of this regulation is as follows:

Paragraph 4010c (2) (a)                      4      010      c                      (2)      (a)

Chapter -----

Paragraph -----

Subprograms -----

Item -----

Subitem -----

Reference to paragraphs in this regulation, when used in correspondence and messages involving all services and/or all DOD components, will be shown in this manner: DOD Regulation 4500. 34-R. The lowest unit of paragraph, subparagraph, item, or subitem breakdown will be used.

**\*1003 . Recommendations for Improvement.** Users are encouraged to recommend change that will improve procedures. Each proposed change to this regulation shall be forwarded through command channels to staff representatives of the respective military service to the Commander, Military Traffic Management Command, ATTN: MTOP-P, 5611 Columbia Pike, Falls Church, VA 22041-5050.

**\*Army**

DA ODCSLOG  
ATTN: DALO-TSP-P  
500 Army Pentagon  
Washington, DC 20310-0500

**\*Marine corps**

Commandant of the Marine Corps  
(Code LFT)  
Headquarters, U.S. Marine Corps  
2 Navy Annex  
Washington, DC 20380-1775

**\*Navy**

Commander  
Naval Supply Systems Command  
Code 442  
Crystal Mall #2, Room 112  
1931 Jefferson Davis Highway  
Arlington, VA 22241-5360

**\*Coast Guard**

Commandant (G-PMP-2)  
U.S. Coast Guard Headquarters  
2100 - 2nd Street, SW. , Room 4112  
Washington, DC 20593-0001

**\*Air Force**

Director of Transportation  
Headquarters, U.S. Air Force  
ATTN: LGTT  
1030 Air Force Pentagon  
Washington, DC 20330-1030

**\*1004 . Personal Property Shipping and Processing Offices Required Regulations and Equipment.** Appendix L contains a list of publications and equipment considered essential for a successful personal property shipping and processing office. Personal property shipping and processing offices requirements for these publications and equipment shall be submitted through their established publications, communications, and supply channels.

**1005. Forms Supply.** Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply  
\* e l s .

## 1006. Responsibilities.

a. The OASD (P&L) L/PP is responsible for overall policy guidance for the DOD Personal Property Shipment and Storage Program.

b. The Commander, MIMC shall:

(1) Provide technical direction, supervision, and evaluation of the traffic management aspects of the DOD Personal Property **Shipment** and Storage Program on a worldwide basis, subject to the overall guidance, policies, and programs established by the OASD (P&L) L/PP.

(2) Develop and review the DOD Personal **Property Shipment** and Storage Program, including, its adequacy, standards, efficiency, economy, and cost-effectiveness, in collaboration with DOD Components, consistent With the following:

(a) Acquisition and use of transportation and storage **services**.

(b) Approval of carriers, their agents, storage firms, and contractors.

(c) Performance of carriers and storage firms.

(d) Distribution of shipments to **qualified carriers**.

(e) Representation of carriers by agents.

(f) Use of storage facilities.

(3) Recommend to OASD (P&L) L/PP changes in programs and **policies** governing the management and operation of the **program**, including but not limited to such matters as:

(a) The establishment of CPPSOS or **JPPSOs**.

(b) The development of automated information systems for processing and **management** control of personal property.

(c) **The** assignment of acquisition responsibility for **personal** property services.

(4) Apprise OASD (P&L) L/PP and other appropriate DOD Components of **trends** in the DOD Personal Property Shipment and Storage Program and make appropriate **recommendations**.

(5) Establish and convene, in conjunction with appropriate DOD Components and industry, as appropriate, **such** joint **symposiums** or conferences and training workshops (as required) to ensure effective program operation and the quality of service to the **member**.

(5) Customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required such as:

United Kingdom - DD Form 1434 (Figure 1-3) - United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian personnel on Duty in the UK. See PPCIG for preparation instructions.

Philippines - DD Form 1727 (Figure 1-4) - Customs Declaration for the Republic of the Philippines.

CTUS - DD Form 1252 (Figure 1-5) - US Customs Declaration for Personal Property Shipments.

- DD Form 1252-1 (Figure 1-6) - US Customs Declaration for Personal Property Shipments. For shipment of privately owned firearms, see DOD 5030.49-R, Customs Inspection, for shipment guidance.

(6) Origin PPSOS will not require the member to furnish additional copies of the DD Form 1299 and supporting documents. When additional copies are required, they will be reproduced locally.

j. Distribution of the DD Form 1299 and Supporting Documents .

(1) The PPPO, upon processing an application for shipment, shall:

(a) Return to the member one copy of:

1 DD Form 1299 containing the name and telephone numbers of the PPSO responsible for acquiring transportation, storage, and related services.

2 DD Form 1797.

(b) Forward the DD Form 1299 and copies of all supporting documents to the PPSO responsible for acquiring transportation, storage, and related services.

\*(m: When facsimile is available, the PPPO may FAX the DD Form 1299 and orders to the PPSO responsible for the transportation and/or storage services who will use the FAX copies as originals for processing the shipment . The origin PPSO will maintain the original signed document in the member's file. When FAX is used, documentation will be annotated with the date and time the facsimile was sent. )

(c) Retain one copy of each document for local files.

(2) The PPSO responsible for acquiring transportation, storage, and related services shall:

(a) Comply with paragraph 1008. i. above, if processing the member's application.

(b) On all TGBL shipments, attach one copy of the DD Form 1299 and one copy of the member's PCS or TDY orders to the property-received copy of the PPGBL, and forward to the responsible destination PPSO.

(c) On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the PPGBL and give those documents to the carrier for customs clearance:

1 Appropriate clearance forms required by the host government .

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

(d) On all ITGBL shipments from overseas areas to the Customs Territory of the United States (CTUS) attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:

1 One copy of the U.S. Customs Declaration for Personal Property Shipments (DD Form 1252 or 1252-1) .

2 One copy of the DD Form 1299.

3 One copy of the member's PCS or TDY orders.

4 On Cede 5, T and J ITGBL shipments, the origin water or aerial POE shall mail one copy of DD Form 1299, one copy of member's orders, and all required customs documents to the destination water or aerial POD.

(e) On all international DPM shipments:

1 Place one copy of the DD Form 1299, one copy of the inventory, one copy of the member's orders, and any required customs documents in a waterproof pouch on the Number 1 container of the shipments.

2 Place one copy of the inventory and one copy of the packing list in an envelope, inside the Number 1 container, in an easily accessible position. For shipments released from NTS, the exception sheet, if appropriate, should also be included.

3 Annotate the PPGBL or other transportation document with the TCN and mail two copies of the DD Form 1299, two copies of the member's orders, and all required customs documents to the outloading terminal.

4 Forward one copy of the DD Form 1299, two copies of the member's orders, and one copy of the PPGBL or other transportation documents to the destination PPSO who has final delivery responsibility.

(f) Retain one copy of each document for local files.

\* (3) On DPM ocean movements, the ITO at the water POE shall mail one copy of the DD Form 1299, one copy of the member's orders, and all required customs documents to the destination water port.

\* (4) On inland segment of an international DPM movement, the ITO at receiving water port shall forward to the ultimate destination PPSO a memorandum copy of PPGBL, freight warrant, or other shipping document, as appropriate.

\* (5) When shipments are returned from overseas for NTS or are marked "Hold for Further Disposition Instructions, " the ITO at the CONUS acriid or water port becomes the destination ITO. when the shipment moves onward from the water port, the ITO at the port shall forward copies of all documentation to the ITO at the ultimate destination.

\* (6) For Navy TGBL shipments, the original. DD Form 1299 and one copy of orders or other authority for shipment shall be placed in an envelope clearly marked "Notice to carrier - do not destroy - enclosed documents will accompany billing for payment of transportation charges. " This envelope will be securely attached to the original PPGBL.

(7) On Navy DPM shipments, the original DD Form 1299 and one copy of orders or other authority for shipment shall be forwarded to the Commanding Off icer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511. When applicable, a copy of the order for services for packing, containerization, handling, or storage services also shall be attached to the original DD Form 1299.

(8) For Marine Corps DPM shipments, forward two copies of DD Form 1299 and two copies of member's orders or other authority for ship-rent to the destination PPSO. These additional documents shall be attached to the service order or contractor's bill for delivery and unpacking services. Mail these documents to Commanding General, Marine Corps Logistics Base (470), Albany, GA 31704.

(9) . On parcel post shipments, forward one copy of the DD Form 1299, annotated to show the number of pieces, weight, and date mailed by parcel post, together with the member's orders, to the destination PPSO.

k. Shipments Involving Temporary Storage and NTS.

(1) Shipments Involving Temporary Storage. Applications for shipments involving temporary storage shall be submitted on DD Form 1299, supported by six copies of the member's orders. The JFTR/JTR or applicable military service regulations shall be consulted on questions of entitlements. Temporary storage can be either SIT, under the carrier's applicable tariff or rate tender, or contractual storage.

(a) Temporary Storage at Origin. When the temporary storage is to be at origin, a PPGBL authorizing SIT at origin can be issued only when a destination (city or metropolitan area) is shown in block 12 of the DD Form 1299. If the destination (city or metropolitan area) is not known, the shipment shall be stored at origin in accordance with the procedures for nontemporary storage.

(b) Statement of Support for Additional Storage.

1 When storage is necessary because of conditions beyond the control of the member, the PPSO having knowledge of the circumstances shall be responsible for authorizing additional storage beyond the first 90 days.

2 The DD Form 1857 (Figure 1-7) , Temporary Commercial Storage at Government Expense, shall be used to request, justify, and approve temporary storage exceeding 90 days. The PPSO shall furnish a copy of the DD Form 1857 to the member or the member's agent. The PPSO shall also furnish a copy of this form to the carrier/agent for all shipments in SIT including those where extended SIT is denied. Carrier/agent must be given 10 days prior notice to expiration of SIT. The original shall be retained by the PPSO and any additional copies needed shall be reproduced locally.

(2) Shipments Involving NTS.

(a) General. Applications for NTS shall be submitted on DD Form 1299, supported by copies of the maker's orders. When appropriate, copies of other supporting documents shall be attached to the DD Form 1299.

(b) Household Goods Storage Record, DD Form 1100 (Figure 1-8). For installations without automated NTS accounts, DD Form 1100 shall be used to maintain a record of all storage lots for which the PPSO is responsible.

(3) Distribution of Applications for NTS and Supporting Documents.

(a) In addition to the requirements set forth in paragraph 1008. j. above, a copy of each application and supporting document, together with a copy of the completed Service Order for Household Goods (DD Form 1164, Figure 1-9) , annotated with the actual weight of the storage lot, shall be forwarded to the finance office of the appropriate military service as follows:

1 Army and Air Force. Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA) , Indianapolis, IN 46249-0611.

2 Navy. Commanding Officer, Navy Material Transportation Office, Building Z-135, Naval Station, Norfolk, VA 23511.

3 Marine Corps. Commanding General, Marine Corps Logistics Base (470) , Albany, GA 31704.